

ABOUT SPECTRUM

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SPECTRUM provides an easy-to-use platform for the distribution and sharing of important program documentation and courses. Upon registration and login to SPECTRUM as an Associate User, you will have access to the documents and courses provided to you by your program. Through the course tracking capabilities available in SPECTRUM, you will also have the ability to track your progress and completion relative to each course you take, providing visibility and awareness of your training progress to program staff.

This Quick Start Guide covers:

- Registering for SPECTRUM
- Logging in to SPECTRUM
- Taking a Course
- Viewing Program Documents
- Updating Your User Profile

NOTES:

- Throughout the system, mandatory fields are marked with an asterisk (*).
- Many features described in this module are based on settings configured by your program. As a result, your SPECTRUM experience may vary slightly from the examples shown below.
- It is possible for your case manager to register you for SPECTRUM. If this is the case, it is not necessary for you to self-register; instead, it is recommended that you contact your case manager to obtain your username and password, then login to the system and update your password immediately. See **Updating Your User Profile** on page 6 of this Quick Start Guide.

REGISTERING FOR SPECTRUM

➤ **To register for SPECTRUM:**

1. Visit <https://www.spectrum360.com/s/?TnPAP/login#/login>.
2. Click the link provided to register for online education.

here.' A yellow arrow points to the 'here' link." data-bbox="144 225 844 560"/>

Enhancing Lives by
Improving Compliance Outcomes

LOGIN

Username / PIN # *

Username / Pin #

Password *

Password

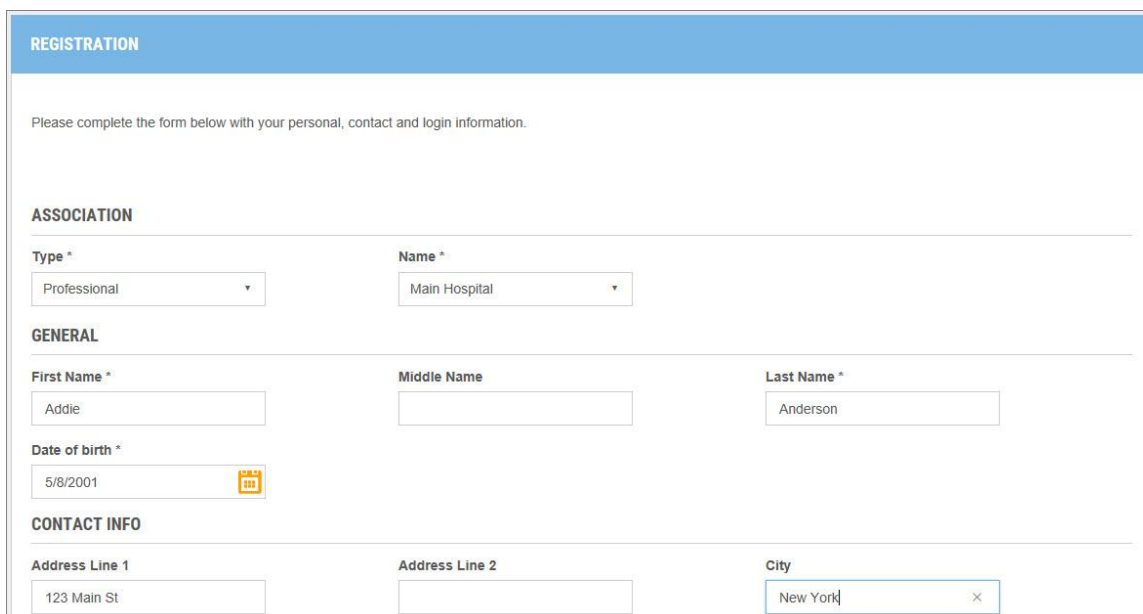
[FORGOT PASSWORD?](#)

Login

[ACTIVATE ACCOUNT](#)

The online course "Basics of Addiction" is available for registered users. To register for online education, please click [here](#).

3. Select the type of association you have with your program—*School, Employer* or *Other*—then complete the rest of the Create New Associate User Account page with your personal contact details.



REGISTRATION

Please complete the form below with your personal, contact and login information.

ASSOCIATION

Type *

Professional

Name *

Main Hospital

GENERAL

First Name *

Addie

Middle Name

Last Name *

Anderson

Date of birth *

5/8/2001

CONTACT INFO

Address Line 1

123 Main St

Address Line 2

City

New York

- At the bottom of the page, create a username and password for login to SPECTRUM, along with a security question and answer in the event you forget your password. Your password must contain: 6–15 characters, at least 1 uppercase character, at least 1 lowercase character, and at least 1 special character or number, with no spaces.

REGISTRATION

Please complete the form below with your personal, contact and login information.

ASSOCIATION

Type *

Professional

Name *

Main Hospital

GENERAL

First Name *

Addie

Middle Name

Last Name *

Anderson

Date of birth *

5/8/2001

CONTACT INFO

Address Line 1

123 Main St

Address Line 2

City

New York

Country

USA

State *

New York

Zip

10033

County

Time Zone *

Eastern Standard Time

Email *

aanderson@email.com

LOGIN

Username *

aanderson

Password *

Password Confirmation *

Security Question *

What is your mother's maiden name

Security Answer *

Abigail

Cancel

Save

- Click the **SAVE** button at the bottom of the page. A confirmation message appears verifying the successful creation of your SPECTRUM account.

REGISTRATION SUCCESSFUL

Your "Associate" user account has been successfully created!

Proceed

LOGGING IN TO SPECTRUM

➤ To login to SPECTRUM:

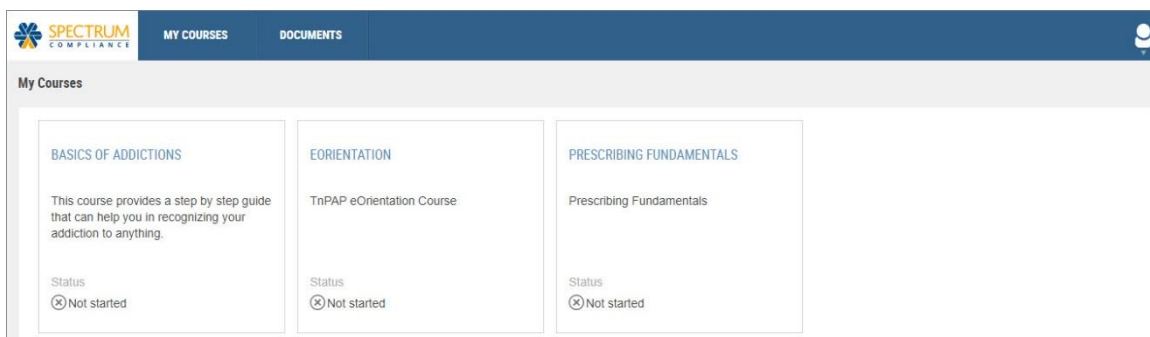
1. Visit <https://www.spectrum360.com/s/?TnPAP/login#/login>.
2. Complete the *Username / PIN #* and *Password* fields with the username and password you created during account registration.
3. Click the *Login* button.

here.' On the right, there is a 'LOGIN' section with two input fields: 'Username / PIN #' containing 'aanderson' and 'Password #' containing '*****'. Both fields have yellow arrows pointing to them. Below the password field is a link 'FORGOT PASSWORD?'. At the bottom of the login section is an orange 'Login' button. Below the login section is a link 'ACTIVATE ACCOUNT'." data-bbox="144 258 848 584"/>

TAKING A COURSE

➤ To take a course in SPECTRUM:

1. On the *My Courses* page, locate and click the appropriate course name.



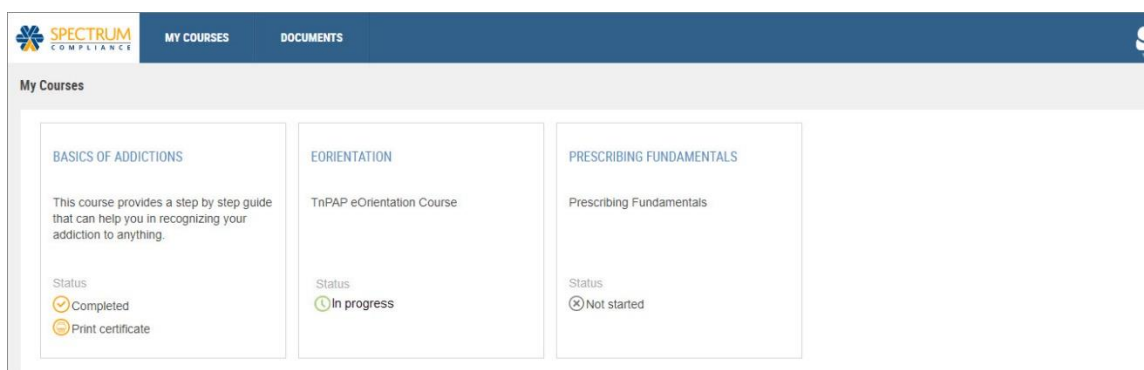
2. Step through each page in the course, responding to the quiz questions and interactions presented, until you reach the final course page.

Depending on the requirements of the course, it may only be necessary for you to reach the final course page for SPECTRUM to flag the course *Completed*, or you may need to achieve a pre-defined score on your quiz question for SPECTRUM to assign the course a *Completed* status.

Regardless of the course requirements, it is important that you step through each and every page of the courses you take in SPECTRUM, finishing on the final page, for SPECTRUM to initiate the change in status.

Once you have fulfilled the requirements of the course, SPECTRUM updates the course status to *Completed*, and displays a *Print certificate* link.

Courses that you have started, but have not yet reached the final page, appear as *In Progress*, while courses you have not yet opened appear as *Not Started*.



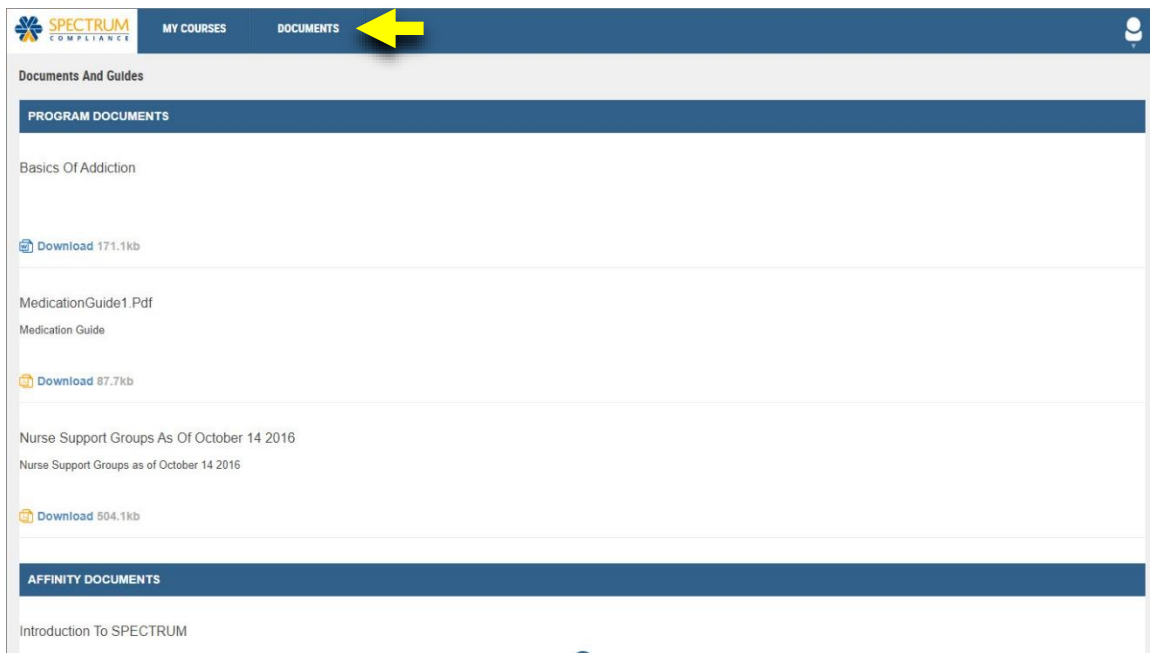
3. To print the certificate for a completed course, click the *Print certificate* link accompanying the course, now enabled.

VIEWING PROGRAM DOCUMENTS

➤ To view program documents in SPECTRUM:

1. From the *My Courses* page, click *DOCUMENTS* on the menu bar at the top of the page.

The PDFs made available to you by your program appear on the *Documents And Guides* page.



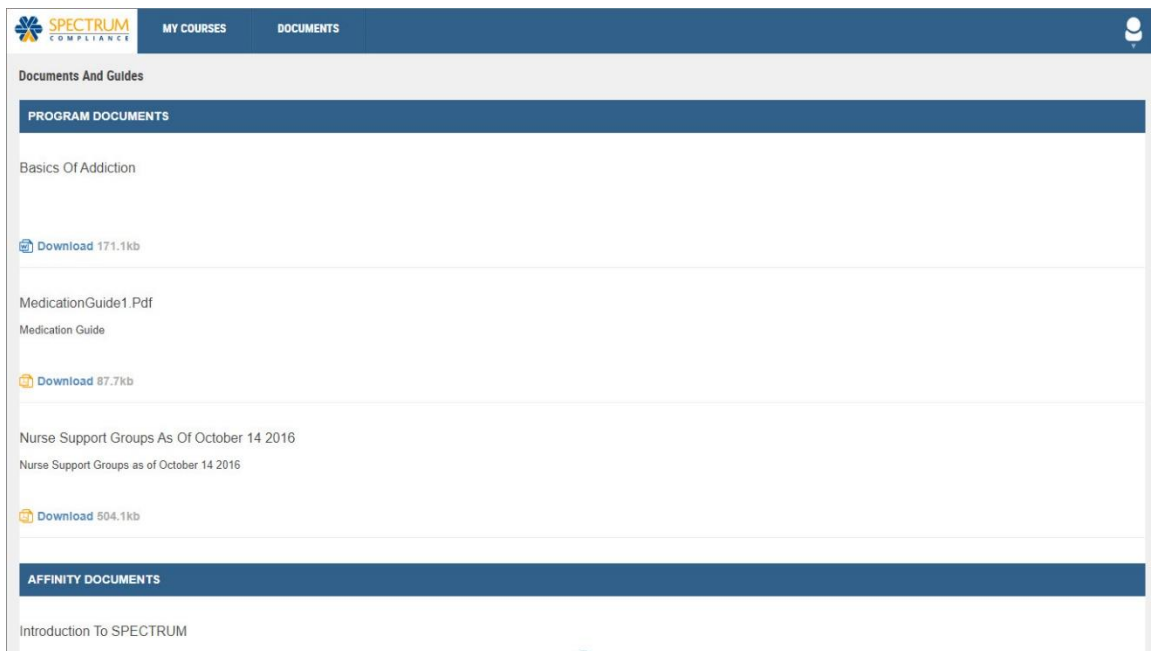
2. Click the *Download* link associated with the guide to open or save the pdf on your local computer.

UPDATING YOUR USER PROFILE

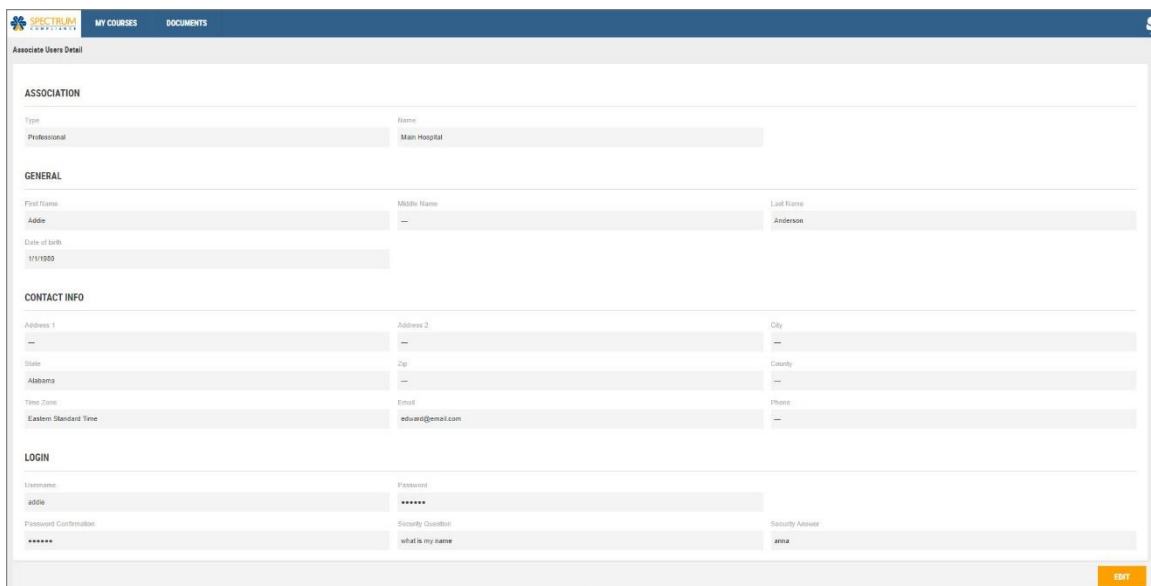
If your contact information changes, or you want to modify your login credentials, you can make these updates at any time from your user profile in SPECTRUM.

➤ To update your SPECTRUM user profile details:

1. From any page in SPECTRUM, click the user profile icon in the top right corner of the page.



The *Associate Users Details* page appears.



The 'Associate Users Details' page contains the following sections and data:

- ASSOCIATION:**
 - Type: Professional
 - Name: Main Hospital
- GENERAL:**
 - First Name: Adde
 - Middle Name: --
 - Last Name: Anderson
 - Date of Birth: 1/1/1980
- CONTACT INFO:**
 - Address 1: --
 - Address 2: --
 - City: --
 - State: Alabama
 - Zip: --
 - County: --
 - Time Zone: Eastern Standard Time
 - Email: edward@gmail.com
 - Phone: --
- LOGIN:**
 - Username: adde
 - Password: *****
 - Pinpoint Confirmation: *****
 - Society Question: what is my name
 - Security Answer: 1234

An 'EDIT' button is located at the bottom right of the form.

- Click the *EDIT* button at the bottom of the page to enable editing capabilities, then modify the desired information and click the *SUBMIT* button.